

Notice Number: #41-21

Location: Camp Lejeune, NC

Closing Date: 4/2/2021 (11:59:59 PM (EST))

Command & Location: CMC - MC EACO

Grade: GS 14/15

Job Type: **Associate Counsel**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

The Office of Counsel for the Commandant of the Marine Corps, as a component part of the DON OGC, is responsible for providing legal advice, services, representation, legal approvals, legal opinions, and legal interpretation of statutes, regulations, and case law, to the Commandant and the Marine Corps in all areas relating to installation law, including land use law, environmental law, civilian personnel and labor law, procurement law, business and commercial law, and such other areas of law that support Marine Corps interests.

There is an anticipated attorney vacancy within the Eastern Area Counsel Office (EACO) located at Marine Corps Base, Camp Lejeune, North Carolina. EACO is a field office within the Office of the Counsel for the Commandant of the Marine Corps. EACO consists of 14 attorneys and three support staff and is responsible for providing the full spectrum of legal advice for 14 general officers and their staffs across all Marine Corps Command headquarters located east of the Mississippi; predominantly in North Carolina, South Carolina, Florida, Virginia, and Georgia with over 45,000 military personnel and over 10,000 federal civilian employees.

The successful candidate will advise on the full range of Department of the Navy (DON) Office of the General Counsel (OGC) practice areas including fiscal and procurement law, ethics, Freedom of Information Act and privacy law, environmental, civilian personnel and labor law, and general administrative law. The primary emphasis, however, will be on government fiscal and procurement law, or environmental law. The candidate should also be familiar with, civilian personnel law, Government Ethics/Standards of Conduct, Freedom of Information Act/Privacy Act matters, and other administrative law matters resulting from the operations and responsibilities arising from the management of large military installations.

The position will be filled under the General Schedule (GS) system and the precise pay will be set commensurate with the successful applicant's qualifications, funding availability, and GS pay guidelines. The position has a full performance level of GS-15. To be eligible for selection at the GS-14 level, the applicant must have three-and-one-half years of relevant legal experience as a practicing attorney; for selection at the GS-15 level, the applicant must have five and a half years of relevant legal experience as a practicing attorney.

Applicants will be evaluated on: (1) the depth, breadth, and quality of their relevant experience in environmental, fiscal, and procurement law, and substantive experience in the other areas of OGC practice; (2) their ability to work both independently and as part of a team; (3) their ability to work well with clients and colleagues and develop strong attorney-client relations; and (4) their written and oral communication skills. Familiarity with the Marine Corps, the DON, and DON OGC, are not required but will be considered a plus. Applicants with a record of making significant contributions to the advancement of DON OGC or equivalent Office of General Counsel or law firm/office beyond the day-to-day legal practice are desired.

To be eligible for selection, an applicant must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. An applicant must be a U.S. citizen, and must be able to obtain and maintain a secret clearance.

Interested attorneys may contact Mr. Doyle Hale, Deputy Counsel, EACO, at (910) 451-9517 or morris.hale@usmc.mil, for more information.

To apply, applicants must submit a resume and a cover letter explaining their interest in the position and addressing the evaluation criteria for the position, in addition to their current grade (if applicable), salary requirements, and projected availability. Attorneys who have graduated from law school within the last five years must provide a copy of their law school transcripts, including class rank. Current federal government employees should indicate in their submission their present GS level or equivalent and salary. Candidates who do not wish for their current employer to be contacted should clearly indicate this in the application package. Applicants selected for interview will be asked to provide two legal writing samples (less than ten pages each; portions of longer work product are acceptable, the names and phone numbers of at least three references (other than immediate supervisor) that may be contacted, and two most recent performance appraisals (if applicable). All materials submitted in the application package will be considered in the evaluation process.

We are not accepting hard copy applications. Electronic applications must be emailed to morris.hale@usmc.mil. The subject line of the email should include the applicant's name and the words "EACO GS-14/15 Attorney Vacancy."

This Personnel Notice will close at 11:59:59 PM, EST on April 5, 2021. Only complete applications received by the closing date and time of this announcement will be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in

the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

Relocation expenses may be paid, but are not guaranteed. If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package.

Permanent Change of Station (PCS) funding may be available to those eligible.